

JAMES E. BOREN

AYLORNEY AT LAW
830 MAIN STREET

BATON ROUGE, LOUISIANA 70802

<Date>

(225) 387-5786

FAX (225) 336-4667

<Client>

HOURLY / ESCROW

Re:

Dear:

I enjoyed meeting with you and am pleased that you have retained this firm to represent you. This letter will confirm the terms and conditions of our agreement. I agree to represent you in

I will be the lawyer responsible for and working on your case. My billing rate is \$300 per hour. I have an in house paralegal and a law clerk who will work on your case. In house paralegal time is billed at the rate of \$60 per hour. Law clerk time is billed at the rate of \$25 per hour. While several people in this office will work on your case, I assure you that it will not result in our billing for duplicative work.

A client has the right to discharge his lawyer at any time with or without cause. The client always has the right to counsel of his choice. In the event you decide to discharge me, you agree that I am entitled to compensation at the rate of \$300 per hour for the actual work done and time and expenses incurred. Many clients have detailed questions about their fees. Attached is a copy of the Rules of Professional Conduct 1.5, that deals with attorney fees.

While I share space in the building with a number of other lawyers, I have no associates or partners and I am not associated with the other lawyers in this building. I am the only lawyer who will work on your case unless you are advised and give your consent to another lawyer's involvement.

You will receive a statement each month showing the time and expenses on your case. Our billing is under a system called "billable units", standard in the business. Hours are divided into quarters, each being a billable unit. Therefore, the minimum time billed for any action on your case is 1/4 hour.

Minor expenses such as in-house routine copies, faxes, occasional long distance calls, supplies and regular postage will be absorbed by our firm. You will however, be responsible for our out-of-pocket expenses and charges for an investigator, outside paralegal, expert, travel expense, outside copying costs, online computer research, recording or filing fees, court costs, witness fees and other extraordinary expenses if such expenses are incurred.

We shall keep you well informed as to the progress of your case. Upon your request, I shall send you copies of papers coming in and going out of our office, including correspondence, pleadings, and other court documents. If no one is available when you call, your call shall be returned promptly. You are requested to contact the paralegal handling your case every other week, so

you can be kept abreast of what is happening. The file and its progress is open to your inspection at any reasonable time.

I will exercise my best professional judgment and efforts to help you obtain your goals and objectives in this matter. While we cannot and do not guarantee the outcome, every effort will be made to handle your case promptly and efficiently according to the highest legal and ethical standards.

If you have any questions regarding this contract call me at (225) 387-5786. If you understand and agree, sign below. Please return the original to me in the provided stamped self addressed envelope and keep the enclosed copy for your file.

I appreciate your confidence in retaining me to undertake this matter.

Yours very truly,

James B. Boren

Enclosure: Copy of letter
Copy of Rule 1.5
Self Addressed/Stamped Envelope

Agreed: _____ Date: _____